

**2017-2018 Request for Application Immunization Program
Frequently Asked Questions (FAQs)**

- Q1. Does the grant "bind" us to "the # of immunizations given" or is there some flexibility built in for us doing something "outside of the box" (i.e. using a PHN to actually go out and visit with and educate providers and staff the importance of getting immunizations)?**

Answer: Section 2.2 states, "Applicants that are able to address one or more of the priority areas will be given preference should other allocation considerations be equal."

- Increasing coverage rates of targeted populations such as:
 - Adolescents, particularly HPV vaccination series completion
 - Adults
 - Seasonal influenza"

Answer: Section 2.3 Required Minimum Criterion #1 states, "Services must support direct immunizations to target populations who are eligible to receive publicly funded vaccine."

Answer: Section 2.3 Required Minimum Criterion #2 states, "Services must consist of evidence-based practices which have shown to increase immunization coverage rates. These practices can be found from a variety of resources. However, successful applicants will reference the source used and describe how those practices will improve coverage rates for the population targeted by the project."

- Q2. Is this application for additional funding to the current Immunization Program grant?**

Answer: No. This application is not for supplemental funding to a current Immunization Program grant. Prior to 2015, these agreements were referred to as a "subgrant". Since that time, NDHHS Legal Services has revised these agreements and now referred to them as a "subaward".

- Q3. How was the number of immunizations given calculated? Is that for immunization programs as a whole?**

Answer: Vaccine Transaction Summary by Provider for Public Only pediatric and adult organizations were run in NESIIS for the time period January 1, 2015-December 31, 2015. Private shots administered for the time period January 1, 2015-December 31, 2015 were not included in the calculation.

- Q4. Even though this is a two year project cycle, should we submit a budget for one year?**

Answer: Yes. Submit a budget for one (1) year. Section 2.5 states, "Subject to review of Subrecipient performance and compliance with the terms and conditions of the award, and availability of funds, a one-year, non-competing award will be made for calendar year 2018."

- Q5. We are looking at this grant for our uninsured adult populations to address their needs for flu shots and, if needed, other vaccines. If we were to look at going to some of the shelters in our area to offer flu shots would that fit into this? We would also consider offering a flu shot clinic in our office for those without insurance.**

Answer: Section 7.2 B. 4. outlines programmatic compliance related to satellite clinics and special vaccination events.

- Q6. I want to make sure I understand the tracking process. We would actually track through NESIIS with additional reporting including an expenditure and narrative of our activities?**

Answer: Yes. Section 2.2 outlines a priority area as those applicants which can ensure “complete and quality data submission into NESIIS.”

Answer: Section 2.8 outlines requirements for reporting program income.

Answer: Section 7.1 outlines programmatic requirements related to quarterly narrative and financial reporting.

- Q7. My VFC nurse was just here and set up our LogTag data logger. Should we budget in the cost of recalibration of this unit with our budget for this grant?**

Answer: No. The NDHHS Immunization Program provided LogTag data loggers are calibrated every two (2) years. The LogTag data loggers installed in 2016 will expire in November 2017. The NDHHS Immunization Program will cover the cost of recalibration for State provided equipment.

- Q8. When we use NESIIS to obtain our number of immunizations given data to get our suggested grant funds, is it just counting public shots or can we include our private numbers in the total?**

Answer: Vaccine Transaction Summary by Provider for Public Only pediatric and adult organizations were run in NESIIS for the time period January 1, 2015-December 31, 2015. Private shots administered for the time period January 1, 2015-December 31, 2015 should not be included in the total.

- Q9. The memorandum announcing the RFA release indicated the Letter of Intent to Apply is optional. However, the content of the RFA indicates this form must be submitted. Which is correct?**

Answer: The Letter of Intent to Apply is requested, but optional. Section 3.4 of the RFA was amended and posted publicly on July 21, 2016.

- Q10. Is the organization restricted to only applying for the area listed on their Letter of Intent if other locations have since been identified through needs assessments?**

Answer: The cities and/or counties identified on the optional Letter of Intent to Apply does not preclude an agency from applying for funds to serve additional geographic areas.